
Mite Director – Job Description

Buffalo Youth Hockey Association (BYHA)

BYHA is seeking a passionate and experienced individual for the role of **Mite Director**, responsible for leading the development and execution of our 8U and Mini-Mite programs. This position is integral to building a strong foundation for our youngest players, ensuring an organized, developmental, and fun hockey experience. This is a two-year term ending in May 2027.

Key Responsibilities:

Organizational Leadership

- Attend monthly Hockey Operations Committee (HOC) meetings
- Analyze registration numbers and present group/team structure recommendations to HOC
- Lead season planning and organization for all Mite-level teams and events working with the Mite Assistant to ensure all aspects of the season are organized and communicated to all families

Coach & Parent Engagement

- Host a pre-season coaches' meeting; deliver expectations and season overview
- Select lead coaches for each level and support their selection of assistants
- Facilitate pre-season parent meeting to introduce the season structure and answer questions
- Serve as a resource to coaches and parents throughout the season

Player Development & Season Execution

- Create and distribute weekly practice plans aligned with USA Hockey ADM principles

- Lead and organize player evaluations at the start and end of the season to measure development
- Manage coach assignments and support coaching needs during practices and games
- Collaborate with Mite/Mini-Mite Managers Coordinator on team pictures, internal events, and special activities
- Work with outside agencies and local associations to coordinate intermission games, jamborees, and tournaments

Communication & Administration

- Update Mite/Mini-Mite web pages with current season info, schedules, and announcements
 - Ensure coordination with Registration Coordinator to support late registrations, including during One Goal sessions
 - Collaborate with the Tryout and SafeSport teams on policy and issue resolution, if necessary
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Qualifications:

- Strong hockey background required (coaching experience preferred)
- Excellent communication and organizational skills
- Demonstrated ability to mentor coaches and foster a positive team environment
- Strong understanding of the community hockey development model

Required Certifications (must be up to date):

- USA Hockey Coaching Registration
- USA Hockey CEP Certification
- SafeSport Certification

- Background Screening
- Coaching Code of Ethics

Application Details:

If you're ready to make a difference in the growth of BYHA's youngest athletes, please submit your HOC application and expression of interest to: byhaopenings@buffalohockey.net
